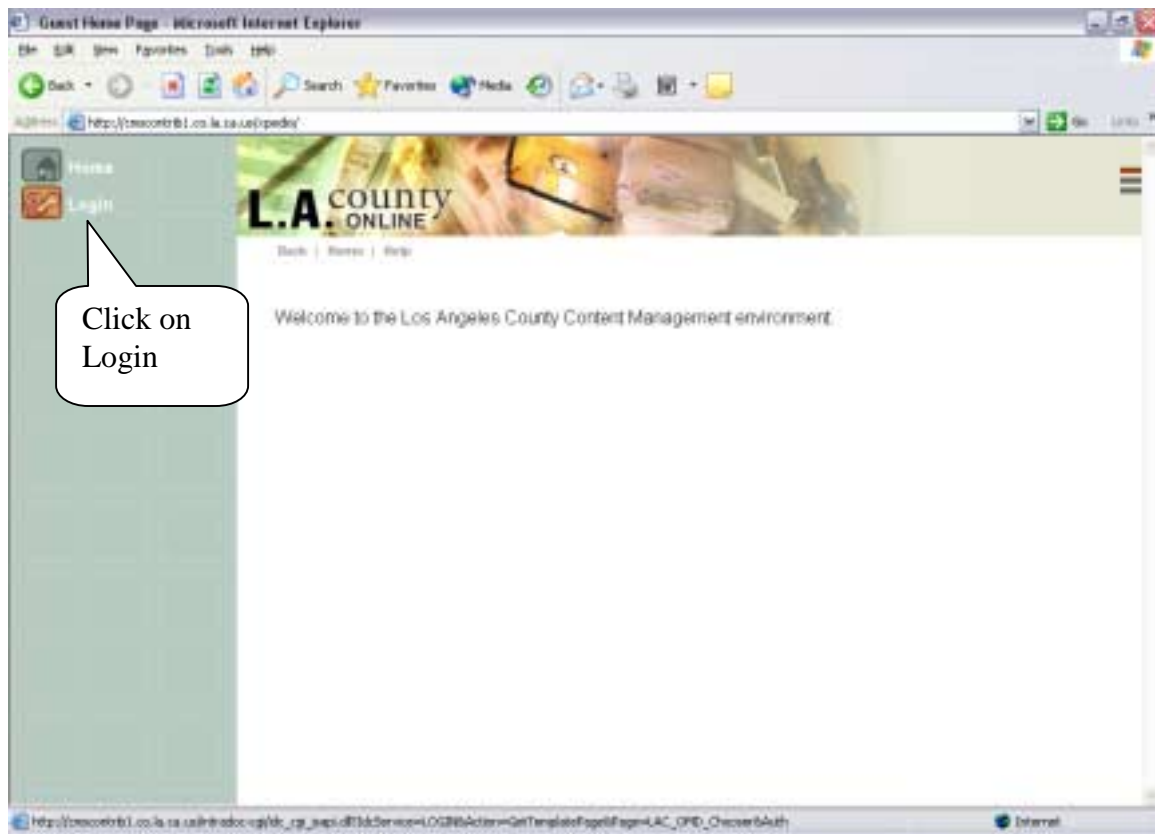


Stellent Content Management System Contribution Document Entry Guidelines

Open the Stellent Content Management System from your Internet Explorer with the address <http://cmscontrib1.co.la.ca.us/xpedio> .

A screenshot of a login dialog box titled 'Connect to cmscontrib1.co.la.ca.us'. The dialog has a blue header with a key icon. Below the header, it says 'IDC Security'. There are two input fields: 'User name:' with a dropdown arrow and a 'Password:' field. Below the password field is a checkbox labeled 'Remember my password'. At the bottom are 'OK' and 'Cancel' buttons. A speech bubble points to the dialog with the text 'Log on to the system with the ID and password provided by ISD'.



Content Check In Form - Microsoft Internet Explorer

http://www.contrast.co.uk/.../trade-cplid_09.asp?FileService=CHECKIN_NEW_FORM

L.A. COUNTY ONLINE

Home | News | Library | Search | Help

Content Check In Form

Type: Document - Document

Title: Required

Author: bcs@la

Security Group: BOS

Account: EO_Shared_Docs EO_Shared_Docs

Primary File: Select The File to be Contributed Browse

Alternate File: Browse

Content ID:

Revision: 1

Comments:

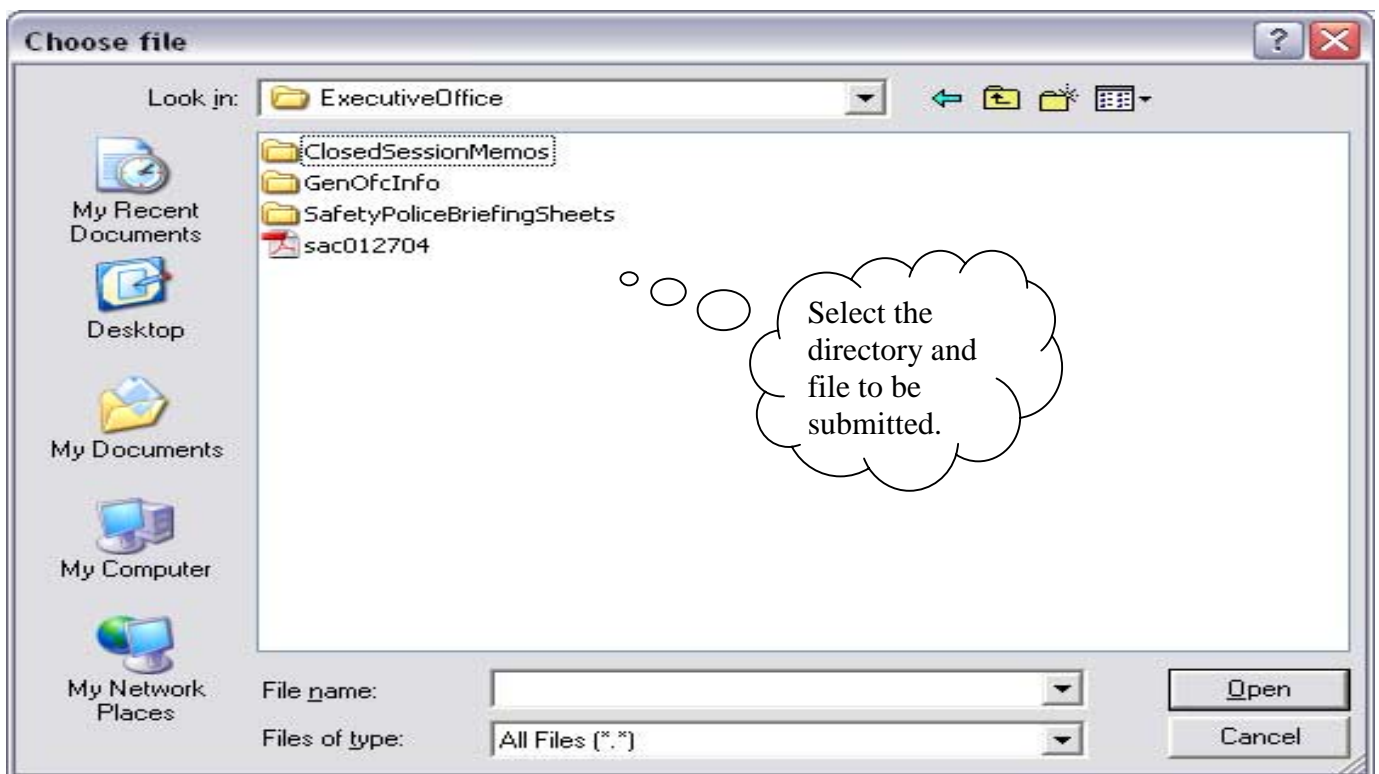
Agency Type:

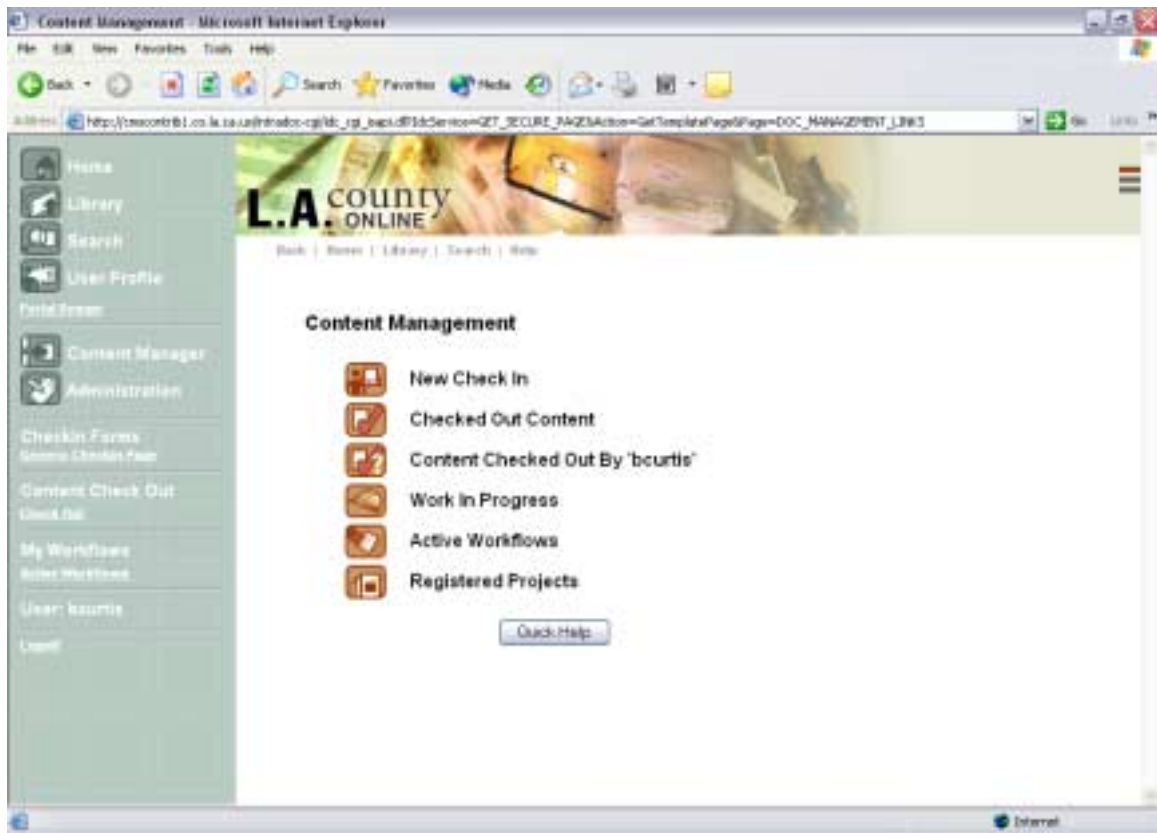
Keywords:

Enter the Title of document.

Default based on logon info

Browse for your file





This screenshot shows the 'Content Check In Form' in the L.A. County ONLINE system. The form is titled 'Content Check In Form' and contains several fields for entering document information. The left-hand navigation menu is visible, showing links to Home, Library, Search, User Profile, and various Content Manager and Administration tools. The form fields include: Content ID (cmr1_012308), Type (Document - Document), Title (Consent Calendar), Author (Monseco), Security Group (Commission), Account (Civil_Service_Core), Original File (ConsentJan21.doc), Primary File (J:\E42097\Desktop\ConsentJan21.doc), Alternate File, Revision (5), Comments, Agency Type, Keyword (Civil Service Commission), Subject, Miscellaneous, Audience (Internet), Department/Agency (Civil Service Commission), Document Date, Release Date (4/22/2011 10:AM), and Expiration Date. A red arrow points to the 'Browse' button next to the Primary File field. Another red arrow points to the 'Check In' button at the bottom of the form. The page has a header with the 'L.A. county ONLINE' logo and a breadcrumb trail: 'Back | Home | Library | Search | Help'.

Content ID	cmr1_012308
Type	Document - Document
Title	Consent Calendar
Author	Monseco
Security Group	Commission
Account	Civil_Service_Core
Original File	ConsentJan21.doc
Primary File	J:\E42097\Desktop\ConsentJan21.doc
Alternate File	
Revision	5
Comments	
Agency Type	
Keyword	Civil Service Commission
Subject	
Miscellaneous	
Audience	Internet
Department/Agency	Civil Service Commission
Document Date	
Release Date	4/22/2011 10:AM
Expiration Date	

Check In Cancel Quick Help



Your document is now stored at the following location:

http://lacounty.info\bos\eo_shared\document.pdf

Modifying Your Document

Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://msccontrol1.mt.ca.ca:8080/ctm/ctm.jsp?dftService=GET_DOC_PAGE&Action=GetTemplatePage:M

Back Forward Stop Home Search Favorites Media

Home
Library
Search
User Profile

Portal Search
Content Manager
Administration

Checkin Forms
Review Checkin Form

Content Check Out
Check Out

My Workflows
Auto Workflow

User Groups

Logout

LA county
NE

Search

Search Clear Save

Full-Text Search

Enter words or phrases separated by commas

Content ID Substring
Title Substring
Type Substring
Security Group Substring BOS BOS
Account Substring EO_Shared_Docs EO_Shared_Docs
Author Substring
Release Date From To
Expiration Date From To
Comments Substring
Agency Type Substring
Keyword Substring training
Subject Substring
Miscellaneous Substring
Audience Substring
Department/Agency Substring
Document Date From To

Searchable Instances

☒ msccontrol1
☐ msccontrol2

Results Options

Results Per Page: 25 Sort By: Release Date Descending

Search Clear Save

Done Internet

Click Search




Enter a keyword

Search Results - Microsoft Internet Explorer

Address: http://loneconetbdl.co.la.ca.us/etradeoc-ogldc_og_isap.d?tid=Service=GET_SEARCH_RESULTS&queryText=Search

Back | Home | Library | Search | Help

Found 5 results matching the query:

Description	Rev.	Info
<p>Shellbert Contribution Instruction [HTML] Author: Brenda Curtis Security Group: BOS Account: EO_Shared_Docs Release Date: 6/4/04 9:39 AM Document Date: Keyword: Training Subject:</p>	1	
<p>Document Date: Keyword: Subject:</p>	1	
<p>Commission Meeting July 5, 2004 Author: Brenda Curtis Security Group: BOS Account: EO_Shared_Docs Release Date: 7/7/04 12:10 PM Document Date: 7/7/04 12:00 AM</p>	1	

Click on **i** to view your document info.

Content Information - Microsoft Internet Explorer

Address: http://loneconetbdl.co.la.ca.us/etradeoc-ogldc_og_isap.d?tid=Service=DOC_INFO&docID=31773

Back | Home | Library | Search | Help

Content Information

Content ID : cms1_005696

Revisions : 1

Type: Document - Document

Title: Shellbert Contribution Instruction

Author: bcurtis

Comments:

Agency Type:

Keyword: Training

Subject:

Miscellaneous:

Audience: Internet

Department/Agency: Board of Supervisors

Document Date:

Security Group: BOS

Account: EO_Shared_Docs

Checked Out By:

Status: Released

Format: application/mword

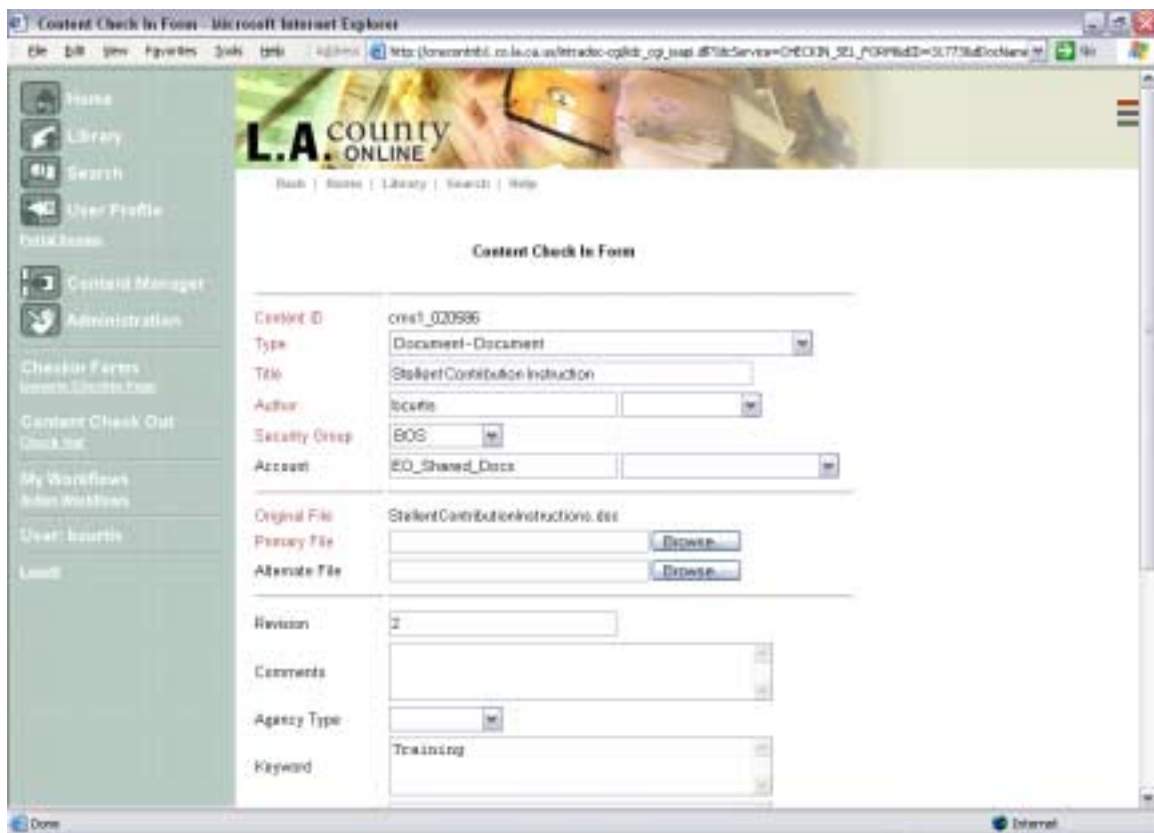
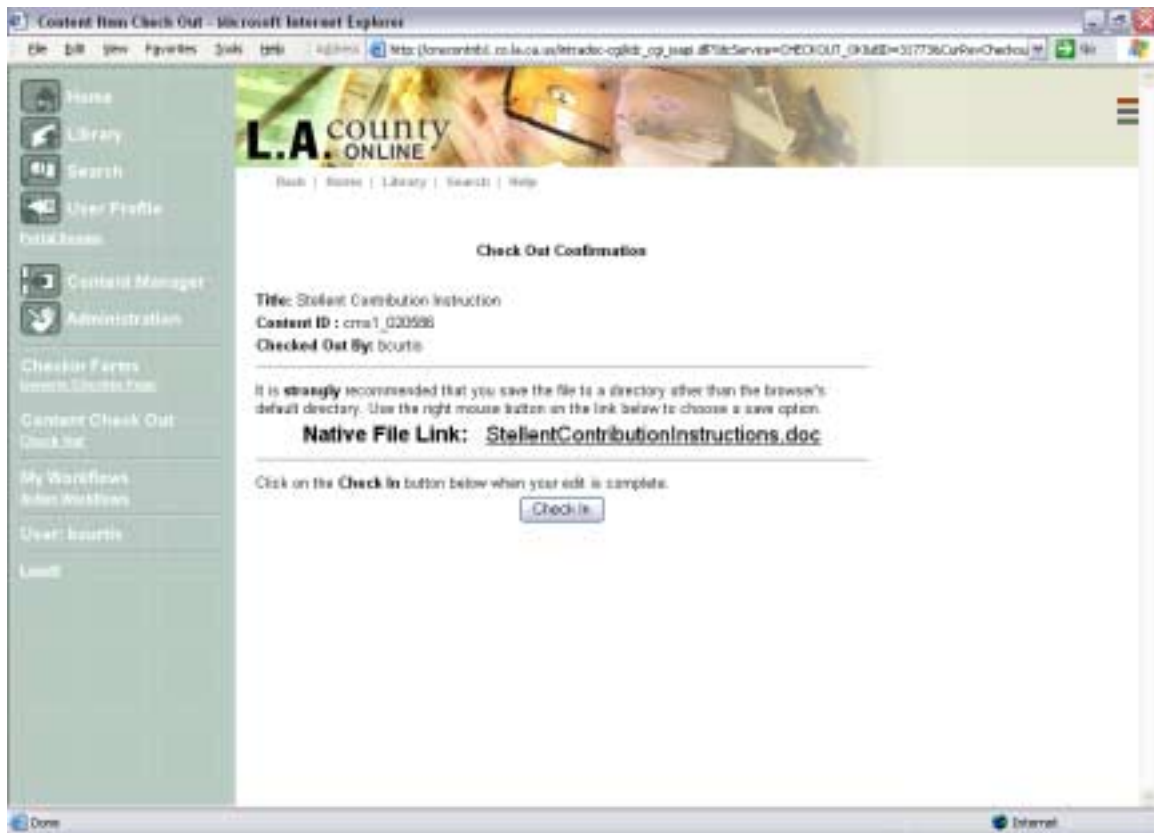
Web Location:

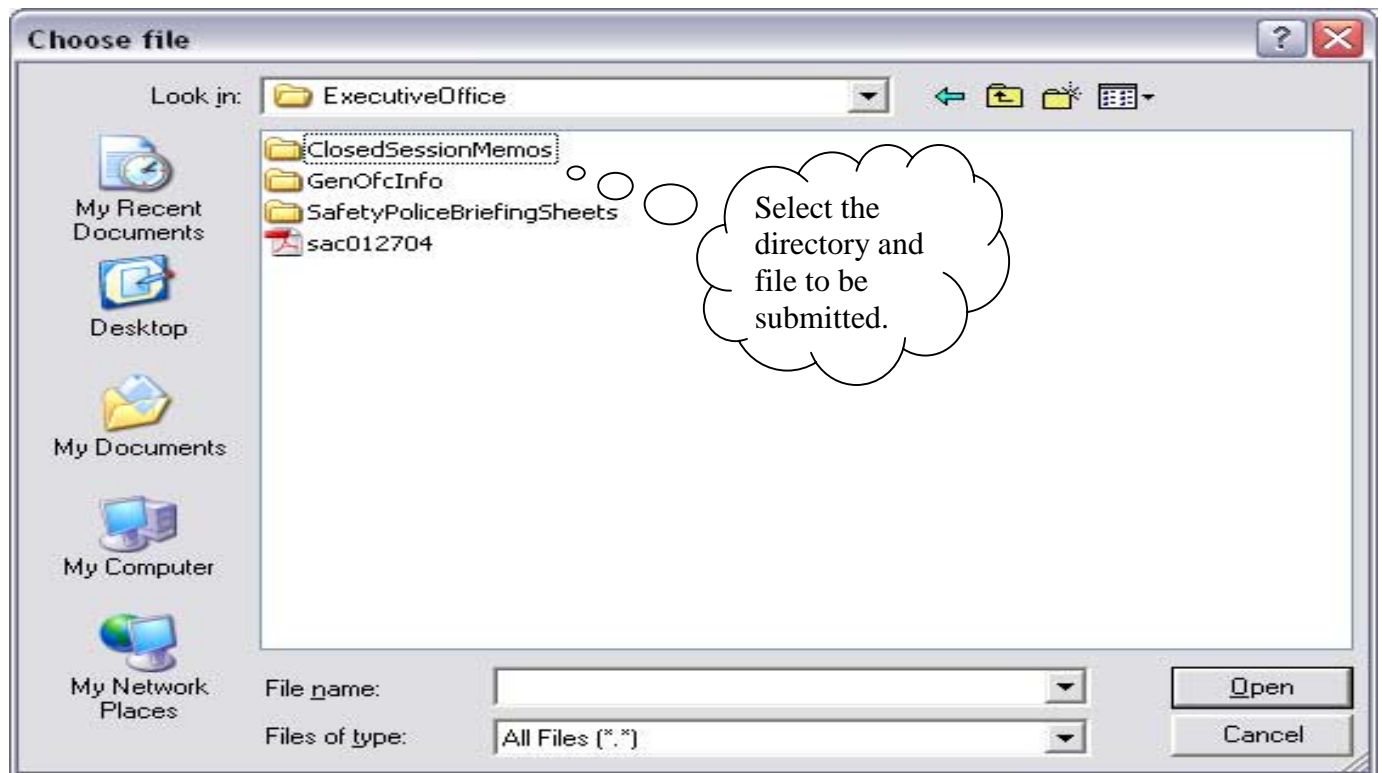
Get Content: HTML

Native File: ShellbertContribInstruclass.doc

Check Out | Update | Subscribe

Check Out your document for modifications.





Home

Library

Search

User Profile

Content Manager

Reorganization

Checklist Paths

Smart Checkin Path

Content Checkin Out

Check In

My Workflows

Auto-Submission

Direct Attachments

Local

L.A. county ONLINE

Back | Home | Library | Search | Help

Content Check In Form

Content ID: cm01_012308

Type: Document - Document

Title: Consent Calendar

Author: Monroeb

Security Group: Commission

Account: Civil Service Com

Original File: ConsentJan21.doc

Primary File: JE-62097/Desktop/Consent/Jan21.doc **Browse**

Alternate File: **Browse**

Revision: 5

Comments:

Agency Type:

Keyword: Civil Service Commission

Subject:

Miscellaneous:

Audience: Internet

Department/Agency: Civil Service Commission

Document Date:

Release Date: 4/22/04 11:39 AM

Expiration Date:

Check In **Reset** **Quick Help**